



2025

Campus Security and Drug-Free
Campus/Workplace Report
(2022-2024 Reporting Years)

All Campuses
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Campus Security and Drug-Free Campus/Workplace (Without Student Housing)

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CAMPUS SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), originally known as the Campus Security Act, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

GENERAL EMERGENCY RESPONSE and EVACUATION PLAN

Clear communication is essential during an emergency. Multiple methods must be used as no one system alone can transfer information. As decisions are made, appropriate communications must be developed and distributed in a timely manner to all key audiences: students, faculty, staff, AHED senior executives, and the general public.

Should an event occur, either on or off campus, which, in the judgment of the Campus President, constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community (an “Emergency”), a campus-wide notification would be issued. A message notification is sent to employees, students, and designated persons in the larger community in the event of an Emergency. In the event of an Emergency, the Campus President would craft a notification containing a basic description of the time and form of the Emergency. In addition the Campus President may, if warranted, make an Emergency announcement over the College intercom system.

Prior to making an Emergency announcement, the Campus President will determine (1) whether, in his or her judgment, the information suggesting that an Emergency has occurred is credible, and (2) whether issuing a notification or making an announcement would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the Emergency. If the Campus President is unable to carry out the duties described above, they will be carried out by the manager on duty.

In the event that an Emergency announcement is made directing an evacuation, all persons on campus should exit the building immediately by way of the nearest stairwell or emergency exit, marked with a lighted red exit sign, and follow the signs, exiting to the outside and quickly proceeding to the designated area. If the nearest stairwell is blocked by smoke, individuals should use another stairwell. Please see posted evacuation routes for each office or classroom space. In the event of an Emergency, persons should *not* use any elevator while evacuating. It is the responsibility of all able staff to assist any persons with disabilities in descending the stairwell quickly and safely.

Those persons who exit the building first must position themselves far enough away from the street to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.

Once outside the building, the Campus President or designee will confirm that appropriate emergency personnel have been contacted, congregate all employees in the parking lot in front of the building and confirm that all employees and visitors are out of the building, and meet with emergency personnel at the front entrance to provide additional information. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid and provide such aid as needed.

Once outside, individuals should not re-enter the campus building for any reason until it is declared safe by the appropriate emergency personnel and the Campus President has agreed to permit persons to re-enter.

Should an Emergency occur, either on or off-campus, which, in the judgment of the Campus President, constitutes an ongoing or continuing concern, follow-up information would be issued to the campus community as needed. This information would be issued through the College's e-mail and text messaging system to students, faculty, and staff. Related information also would be posted in classrooms, campus library, student bulletin boards, and student lounges as appropriate.

A test of the College's Plan is publicized and conducted at least once annually. Documentation of any such test is maintained at the College, and includes a description of the exercise, the date and time at which it occurred, and whether it was announced or unannounced.

Emergency Communications

When an emergency condition exists, the Incident Commander (IC) will notify the necessary members of the Emergency Response Team (ERT) to respond to their areas of assignment. Notifications must be given in plain language. Code words should not be used. The methods of communication to be used are listed in descending order of preference:

- a. Intercoms
- b. Telephones
- c. Runners

SECURITY and ACCESS TO FACILITIES

- Each campus limits access to all campus facilities to authorized personnel, students, and visitors.
- Unauthorized persons will be considered “trespassers” and will be dealt with accordingly.
- Adequate lighting is provided at all campus locations, especially in outside areas. Certain school staff and faculty are always on campus during business hours.
- Only authorized vehicles are allowed to park in the designated parking areas.
- Persons employed as security personnel at each campus represent the campus and are instructed to enforce campus security policies.
- Security personnel is defined as campus police department, campus security department, or any individual who is responsible for monitoring entrance into campus property, an individual or organization specified in a campus security policy as an individual or organization to which students and employees should report criminal offenses, or an official of a campus who has significant responsibility for student and campus activities. The security personnel do not have powers of arrests.
- Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.
- The campus maintains its relationship with local police through campus in-services and collection of statistical data. In addition, the campus works with local law enforcements as necessary to report or investigate crimes.

CRIME AWARENESS and PREVENTION

- All new campus employees and students are instructed on crime awareness during orientation, including the description of campus security measures and procedures for reporting any criminal activity or emergency. Students are required to follow campus security guidelines for their own personal and property safety, and are encouraged to report any suspicious activity.
- Prospective students and employees are provided with a summary of the campus measures to prevent crime on campus, with details for acquiring the complete policies and procedures package from the campus via the campus website. This information on crime awareness is readily available upon request, and is updated and re-distributed to all existing students and staff on an annual basis.
- The campus conducts bi-annual in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement or qualified officials twice a year.
- The campus does not maintain any off-campus student organizations.
- Students performing externship or off-campus clinical practice are expected to practice safety and security procedures as if the site were an extension of the campus.

Crime Prevention

Often people contribute to crimes of opportunity by needlessly placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. The

following list is a compilation of tips devoted to crime prevention:

- Do not prop open campus doors.
- Do not leave personal property unattended.
- Report suspicious individuals to security.
- At night, always walk in groups of at least two.
- Stay on main walkways.
- Remove valuables from your car and lock it.
- Engrave your initials into your valuables.
- Attend college-sponsored programs led by law enforcement officials.
- Always carry your picture ID.
- Be aware of your surroundings and what is going on around you.

If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.

VOTER REGISTRATION

You can register to vote for federal, state, and local elections by mail; at your county, city, or township clerk's office; or by visiting any Secretary of State Branch office. In addition, the following State agencies offer voter registration services to their clients: Department of Human Services, the Department of Community Health and the Department of Career Development. Military recruitment centers also provide voter registration services.

You must register at least 30 days before the election. This gives the clerk time to process the forms. You must also re-register to vote whenever you move to a new city or township. If you move within a city or township, you must update your address. This can be handled through your local clerk, at a Secretary of State Branch office, by mail, or at any other location where voter registrations are accepted. For more information, you can visit the school's website for registration information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Based on the Family Education Rights and Privacy Act (FERPA), American Higher Education Development Corporation and its campuses students (if under 18 years of age, their parents) may request to inspect their academic records by submitting a written request to the Education Department. American Higher Education Development Corporation and its campuses will make records available for review within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Education Department in writing. After evaluations of these requests, students will be notified in writing of the outcome.

In compliance with FERPA, American Higher Education Development Corporation and its campuses will release "directory information" on all students. Directory information includes student names, student statuses, professional certifications, American Higher Education Development Corporation and its campuses High School Scholarship awards, academic award and commencement information. Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by

completing the form titled Authorization to Release Information. Students who wish to decline to release directory information must complete a separate form.

American Higher Education Development Corporation and its campuses will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation. Under FERPA, American Higher Education Development Corporation and its campuses may release student information without student consent to school officials. This includes American Higher Education Development Corporation and its campuses officials and those officials of other institutions who have a legitimate educational interest and need the information in order to fulfill their professional responsibilities. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, American Higher Education Development Corporation and its campuses will release student information to protect the health and safety of students, staff and faculty. American Higher Education Development Corporation and its campuses responses to student requests for academic record amendments may be appealed in accordance with the Colleges Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

VIOLENCE AGAINST WOMEN ACT (VAWA)

On March 17, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) which amended the Jeanne Clear Disclosure of Campus Security Policy and Campus Crime Statistics Act (Cleary Act).

The Department of Education has issued final regulations. American Higher Education Development Corporation and its campuses is making a good faith effort to comply with the statistics regarding VAWA.

Each year, beginning in 2013, the campus will report statistics for domestic violence, dating violence and stalking in accordance with the definitions used in section 4002 (a) of the Violence Against Women Act of 1994. Beginning in 2014, the campus has added VAWA to our institutional crime log and will begin reporting the information. All prospective and continuing students and employees will be provided a training prevention program at the time of hire and/or as part of new student orientation.

Each year, beginning in 2014, the campus will report statistics for domestic violence, dating violence and stalking in accordance with the definitions used in section 4002 (a) of the Violence Against Women Act of 1994. All students and employees will be provided a training prevention program at the time of hire and/or as part of new student orientation.

American Higher Education Development Corporation and its campuses prohibits the offenses of domestic violence, dating violence sexual assault and stalking. Each of these offenses are defined as follows:

- Domestic Violence
 - Include felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Dating Violence
 - Violence committed by a person:
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship
- Sexual Consent
 - Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know -- or reasonably should know -- to be incapacitated constitutes sexual misconduct.
 - Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

- Stalking
 - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress

Bystander Intervention

If you are the bystander to domestic violence, dating violence, sexual assault or stalking, below are some options for the bystander:

- If you witness sexual violence, get support from people around you. You do not have to act alone.
- Practice with friends and family about what you would say and how you would say it.
- When intervening, be respectful, direct and honest.
- Contact your local sexual assault center to see if they offer resources or training on bystander intervention
- If you see or hear something and you do not feel safe, contact the police.

Risk Reduction and Ongoing Awareness

American Higher Education Development Corporation and its campuses provides risk reduction and ongoing awareness through orientation of new staff and prospective and ongoing students. In our orientation program, staff and students are provided information on general crime prevention, how to interrupt situations of harm and the appropriate notification system when an act occurs.

Sanctions

Students found responsible for violating any of the College's policies may receive disciplinary sanctions. The fundamental principle guiding the imposition of sanctions in the student discipline system is founded in the College's effort to balance upholding community standards with the educational development of its students in addressing individual behavior.

The sanctioning regimen is designed to reestablish order while considering the common good, which sometimes necessitates the temporary or permanent removal of the offender. Mechanism within which offenders can reflect upon their actions and their impact on both themselves and restoration of the offender to good standing within the community provided the safety of the community is not jeopardized by the individuals' presence or return. The sanctions listed below is not meant to be exhaustive.

- Suspension from campus
- Dismissal from the College

The final determination of the appropriate sanction is done by the Campus Leadership, in combination with the Corporate Office Leadership.

Employees found responsible for violating the College's policies may receive disciplinary sanctions that could include a written warning, final written warning and/or dismissal from employment depending on the specific violation of the College's policies. The final determination for employees is decided by the Human Resources department.

Preserving Evidence after a Sexual Assault

Evidence of a sexual assault should be preserved as soon as possible after the incident, even if the reporting student is unsure about reporting or filing criminal charges. A Sexual Assault Forensic Examination (SAFE) will preserve evidence and may be done up to 84 hours after an assault. A SAFE may be done regardless of whether or not the student receiving the examination wants to pursue criminal charges. The student does not need to provide his/her name to police to have the exam and for the evidence to be preserved. Preserving evidence, including from a SAFE, does not obligate the student to pursue criminal charges or appear in court. Steps to preserve evidence:

- Do not shower or douche
- Try not to urinate. Urinating may reduce the ability to detect “date rape” drugs
- If there was oral contact, do not smoke, eat, or brush teeth
- Do not change clothes. If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence) If you haven’t changed, keep the original clothes on and bring an extra set to wear home from the hospital
- Go to a hospital with the capability of providing a SAFE exam and request the exam. The cost of a SAFE examination is paid for from a state fund

REPORTING CRIMES

1. Students and staff should report criminal acts to the Campus President at the campus or a member of the Campus Management staff.
2. Reporting crimes is on a voluntary, confidential basis.
3. The Campus President is responsible to document any criminal acts, as well as reporting crimes to the local authorities as required by law.
4. The campus is required to make timely warnings to members of the campus community regarding the occurrence of crimes. The campus community includes all campus buildings and grounds, and all adjacent public property.
5. Timely warnings to the campus community will be issued in a handout or flyer, and also posted on any notice boards within the campus.
6. If there is an ongoing investigation of a crime that occurred in, at, or on any of the locations listed above that would be jeopardized, cause the suspect to flee, risk the safety of an individual, or result in the destruction of evidence, the campus may delay the timely warning until any adverse effect is no longer likely to occur.
7. The statistics are collected centrally for each campus on a monthly basis and reported to the Department of Education annually.

Students and staff who report crimes will be provided with an explanation of your rights and options.

CRIME STATISTICS

The federal law requires that colleges and universities disclose statistics on 12 crimes that may occur on-campus, on non-campus property, or on public property adjacent to the campus. For the purposes of the Clery Act, any building that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student facility even if the building itself is owned or controlled by a third party, as classified by the FBI Uniform Crime Report.

Campus specific statistics are attached as an addendum and may be obtained by students and/or employees (current and prospective) via the campus website or at the residential campus location.

Definitions for Crimes (as defined by the FBI Uniform Crime Report)

1. **HOMICIDE:** The willful (non-negligent) killing of one human being by another or the killing of another person through gross negligence. In general, (1) any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is considered **Murder and Non-negligent Manslaughter** and (2) any death caused by the gross negligence of another is considered **Criminal Homicide-Manslaughter by Negligence**.
2. **SEXUAL ASSAULT:** Any sexual act directed against another person, forcibly and/or against the person's will; not forcibly or against the person's will when the victim is incapable of giving consent.
 - a. **Forcible Rape** – Rape by Force is defined as the carnal knowledge of a female forcibly and against her will. "Against her will" includes instances in which the victim is incapable of giving consent because of her temporary or permanent mental or physical incapacity (or because of her youth).
 - b. **Forcible Rape – Attempts to Commit Forcible Rape** is defined as assaults or attempts to forcibly rape.
 - c. **Non-Forcible Rape** – Incidents of unlawful, non-forcible sexual intercourse classified as (1) Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law and (2) Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent according to state statutes.

Note: By definition, sexual attacks on males are excluded from the rape category and must be classified as assaults or other sex offenses depending on the nature of the crime and the extent of injury.

3. **SIMPLE ASSAULT:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Included are offenses such as minor assault, hazing, assault and battery, and injury caused by culpable negligence. As with Aggravated Assault, there are no attempted Simple Assaults.

Simple, Not Aggravated includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries. Agencies must classify as simple assault such offenses as assault and battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses. In addition, Reporting Agencies must classify the offense as simple assault if the injuries are not serious (abrasions, minor lacerations, or contusions) and require no more than usual first-aid treatment. Under certain circumstances, offenses of disorderly conduct, domestic violence, or affray must be classified as simple assault.

4. **AGGRAVATED ASSAULT:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Examples include:

- Firearm includes all assaults in which a firearm of any type is used or is threatened to be used. (Examples: revolvers, automatic pistols, shotguns, rifles, etc.).
- Knife or Cutting Instrument includes assaults wherein weapons are used as cutting or stabbing objects or their use is threatened. (Examples: knives, razors, hatchets, scissors, etc.).
- Other Dangerous Weapon includes assaults resulting from the use or threatened use of any object as a weapon in which serious injury does or could result. (Examples: Mace, pepper spray, clubs, bricks, etc.). Attacks by explosives, acid, lye, poison, scalding, burnings, etc. are also included in this category.
- Hands, Fists, Feet, Etc. – Aggravated Injury includes only the attacks using personal weapons such as hands, arms, feet, fists, and teeth that result in serious or aggravated injury. Reporting agencies must consider the seriousness of the injury as the primary factor in establishing whether the assault is aggravated or simple. They must classify the assault as aggravated if the person injury is serious, for example, there are broken bones, internal injuries, or stitches required.

Often the weapon used or the extent of the injury sustained will be the deciding factor in distinguishing aggravated from simple assault. To classify an assault, consider the following:

1. The type of weapon employed or the use of an object as a weapon
2. The seriousness of the injury
3. The intent of the assailant to cause serious injury

- 5. ROBBERY:** Taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Examples include:

- Firearm includes robberies in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear.
- Knife or Cutting Instrument includes robberies in which a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten the victim or put the victim in fear.
- Other Dangerous Weapon includes robberies in which a club, acid, explosive, brass knuckles, Mace, pepper spray, or other dangerous weapon is employed or its use is threatened.
- Strong-arm – Hands, Fists, Feet, etc., includes muggings and similar offenses in which only personal weapons such as hands, arms, feet, fists, and teeth are employed or their use is threatened to deprive the victim of possessions.

- 6. LARCENY/THEFT:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession (where one does not have physical custody or possession, but is in a position to exercise control over a thing), of another person.

Larceny and theft mean the same thing in the UCR Program. Motor vehicle theft is not included and is counted separately because of the great volume of such thefts. Agencies must report local offense classifications such as grand theft, petty larceny, felony larceny, or misdemeanor larceny as larceny-theft.

Examples include:

- Pocket-picking –This includes wallets, purses, pockets, etc. If the victim is manhandled or if force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery and must be so classified.
- Purse-snatching – This includes purses, handbags, etc. If more force is used than actually necessary to snatch the purse from the owner, or if the victim resists the theft in any way, then the offense is classified as a strong-arm robbery.
- Shoplifting
- Theft from motor vehicles whether locked or unlocked (Except theft of motor vehicle parts and accessories) *If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, reporting agencies must classify the incident as a motor vehicle theft.
- Theft of motor vehicle parts and accessories (attached to vehicle)
- Theft of bicycles
- Theft from buildings

- Theft from Coin-Operated Machine or Device
- All other larceny-theft not specifically classified – All thefts which do not fit the definition of the specific categories of larceny listed above. This includes theft of furniture, tools, etc.

7. **BURGLARY:** The unlawful entry (breaking or entering) with intent to commit a felony or theft, breaking and entering with intent to commit a larceny, breaking into a home, safecracking, and all attempts at these offenses as burglary.

The definition of a structure includes, but is not limited to, any residence, business, campus or classroom, other buildings, public buildings, etc.

An incident must meet three conditions to be classified as a Burglary:

- There must be evidence of unlawful entry (trespass). Both Forcible Entry and Unlawful Entry – No Force are counted.
- The Unlawful Entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The Unlawful Entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Examples include:

- Forcible Entry is any offense where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. (Examples: Using tools, breaking windows, master keys, or picks to gain entry). Agencies must also include this category burglary by concealment inside a building followed by exiting the structure.
- Unlawful Entry – No Force is considered when the entry of a structure is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is achieved by other than the tenant who has lawful access.
- Attempted Forcible Entry includes those situations where a forcible entry burglary is attempted but not completed. Once the thief is inside a locked structure, the offense becomes a Burglary – Forcible Entry. Agencies must classify attempts to enter an unlocked structure as well as actual trespass to an unlocked structure as Burglary – Unlawful Entry – No Force. Only situations in which a thief has attempted to break into a locked structure are classified as Burglary – Attempted Forcible Entry.

Note: If a forcible or unlawful entry of a building is made to steal a motor vehicle, the reporting agency must count the offense and the value of the vehicle under burglary, not motor vehicle theft.

8. **VANDALISM:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. This offense covers a wide range of malicious behavior directed at property, such as cutting auto tires, drawing obscene pictures on public restroom walls, smashing windows, destroying campus records, tipping over gravestones, and defacing library books. Reporting agencies must include attempts to commit any of the above.
9. **MOTOR VEHICLE THEFT:** Motor Vehicle Theft includes the theft or attempted theft of a motor vehicle, which the UCR Program defines as a self-propelled vehicle that runs on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles are classified as motor vehicles. Joyriding should be included as Motor Vehicle Theft.

Note: If a motor vehicle is stolen in conjunction with another offense, each offense must be classified accordingly.

Examples include:

- Trucks and Buses include the theft of those vehicles specifically designed (but not necessarily used) to commercially transport people and cargo. Pickup trucks and cargo vans, regardless of their use, are included in this category. The UCR Program considers a self-propelled motor home to be a truck.
- Other Vehicles includes all other motor vehicles that meet the UCR definition such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles, and motorized wheelchairs. Obviously, all situations cannot be covered, so the classifier's decision must be based on UCR standards and the results of law enforcement investigation.

10. **INTIMIDATION:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Intimidation involves an offender making some type of threat to the victim without actually using or displaying a weapon. Such threats can be made in person, over the telephone, or in writing.
11. **ARSON:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property or another, etc.

Include as arson only structural fires determined through investigation to have been willfully or maliciously set. Attempts to burn are included in this offense, but fires of suspicious or unknown origins are not.

Examples include:

- Structural includes single occupancy residential (houses, townhouses, etc.), other residential (apartments, tenements, hotels, etc.), storage (barns, garages, etc.), industrial/manufacturing, other commercial (stores, restaurants, offices, etc.), community/public (churches, jails, campuses, colleges, etc.), all other structure (out buildings, monuments, buildings under construction, etc.). Structures are further divided into two subcategories: residential and nonresidential.
- Mobile includes motor vehicles (automobiles, trucks, buses, motorcycles, etc.) and other mobile property (trailers, recreational vehicles, airplanes, boats, etc.).
- Other subcategory encompasses arson of all property not classified as structural or mobile. Willful or malicious burnings of property such as crops, timber, fences, signs, and merchandise stored outside structures are included in this category.

Incidents in which persons are killed as a direct result of arson are classified as both criminal homicides and arson. Similarly, the number of persons severely injured during arson must be reported as aggravated assaults along with the arson.

12. HATE CRIMES: In general, “hate” or “bias” crime is often defined as unlawful actions designed to frighten or harm an individual because of his/her race, religion, disability, ethnicity, national origin, or sexual orientation. A hate crime is classified as any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias.

An important distinction is required when reporting a hate crime. The mere fact that an offender is biased against a victim’s race, religion, disability, ethnicity, national origin, or sexual orientation is not sufficient to deem the offense a hate crime. Rather, it must be determined that the offender’s criminal act was motivated, in whole or in part, by the offender’s bias.

DISCIPLINARY REFERRALS

The following are the FBI Uniform Crime Report’s definition of crime for which arrests and disciplinary referrals must be reported:

Liquor Law Violations

Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include arrests for driving while impaired or under the influence of alcohol).

The campus will report the following in its annual statistics:

1. The number of campus violations
2. The type of sanction for violations
3. The number of arrests
4. The number of fatalities

Drug Law Violations

Violations of state and local laws, specifically those for the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

The campus will report the following in its annual statistics:

1. The number of campus violations
2. The type of sanction for violations
3. The number of arrests
4. The number of fatalities

Weapons Possession

Defined as a violation of law or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms. Cutting instruments, explosives, incendiary devices or other deadly weapons are included in this category. If a weapon is utilized during any of the categories above, a separate weapon violation will be recorded in the campus statistics.

SEX OFFENDERS

The Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials.

Students who are subject to an involuntary civil commitment, after completing a period of incarceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant.

Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to <http://www.sexoffender.com> for the national registry.

Sex Offenses

In order to prevent the occurrence of rape, acquaintance rape, and other forcible and non-forcible sex offenses, AHED's policy includes the following:

- In conjunction with the campus security bi-annual in-services, the campus will address awareness and prevention of rape and sex offenses. These in-service programs are conducted by local law enforcement officials twice a year. Notice of the programs is given to faculty, employees, and students by bulletins posted at the campus.
- If a sex offense occurs, the victim should immediately notify the campus authorities and local police. Any evidence that may support the offense should be meticulously preserved for police identification. To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.
- Students have the option to report rape or sex offenses to the proper law enforcement authorities. The campus staff will assist the student in reporting these offenses at the student's request.
- The campus provides and assists students with on- and off-campus counseling, mental health services, and other student services for victims of sex offenses. Information may be obtained from the Campus President. Local counseling services are attached as an addendum.
- Upon request by a victim of a sex offense, the campus will change that victim's academic schedule if the change is reasonably available.
- The campus has adopted a Procedure for Processing Complaints of Unlawful Discrimination and Other Grievances (the "Grievance Procedure") which applies in the event of an accusation of a sex offense. Copies of the Grievance Procedure may be obtained from the Campus President. As provided in the Grievance Procedure, the accuser and the accused are entitled to the same opportunities to have others present during any proceedings that take place. Both the accused and the accuser will be notified of the results of the proceedings as stated in the Grievance Procedure. Decisions reached during the proceedings, other than referral to legal authorities, may be appealed using the campus Grievance Procedure. Documentation of any sex offense proceedings is required by American Higher Education Development Corporation and its campuses and must be kept on file indefinitely by the campus. Upon final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offense, American Higher Education Development Corporation and its campuses will impose sanctions against the offender, including, but not limited to dismissal from their program.

Disciplinary Proceedings

The Higher Education Opportunity Act (HEOA) requires colleges to disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary hearing related to the offense conducted by the campus against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the campus must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

DRUG-FREE CAMPUS AND WORKPLACE

ALCOHOL and DRUG POLICY

The campus is designated as “Drug-Free.” The campus will provide to each student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses. The possession, sale or the furnishing of alcohol on campus is governed by the Code of Student Conduct found in the catalog. The Code of Student Conduct states that students will be held accountable for “the use of alcoholic beverages or controlled substances on College or externship property, including the purchase, consumption, possession, or sale of such items.” The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21.

A student committing this violation shall receive a written warning concerning the misconduct and is subject to disciplinary action up to and including immediate suspension or dismissal, criminal prosecution, fine and/or imprisonment. Students dismissed for conduct violations will not be readmitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws.

In conjunction with the campus security bi-annual in-services, the campus will address the Drug and Alcohol Prevention program that was implemented to determine the following:

1. The number of drug and alcohol-related violations and fatalities that occur on the campus or as part of any of the campus activities must be reported to campus officials, and
2. The number and type of sanctions that are imposed by the campus as a result of drug and alcohol-related violations and fatalities on the campus or as part of any of the campus activities.

Note: Additional information is available within the Employee Handbook for campus personnel.

The campus must provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties in a separate clean, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility. If the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Secretary he may be eligible to regain eligibility of Federal funds.

DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a

person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

Table of Ohio Drug and Alcohol Punishment

Students and employees of our schools in Ohio are prohibited from the unlawful possession, use or distribution of illicit drugs and/or alcohol on school property, or as part of any school activities. Violations will result in the warning, probation, suspension or dismissal of the student or employee depending on the circumstances. If you suspect use of drugs or alcohol, you may report your suspicions to a member of the administration. No person who reports a suspicion of drugs or alcohol abuse shall be subjected to retaliation.

No student will be permitted to attend class if he/she is under the influence of illegal drugs or alcohol, or is suspected of being under the influence of illegal drugs or alcohol. If an instructor, school administrator, or security personnel believes that a student is under the influence of alcohol because there is an odor of alcohol or the student is acting in a manner that is consistent with drug or alcohol use, the student will not be permitted to attend class. A school administrator will be willing to assist the student in making transportation arrangements, such as calling for a cab or other alternative transportation. As with any person that is believed to be driving under the influence of drugs or alcohol, the proper authorities may be contacted.

The Ohio Revised Code, Section 2925, prohibits the unlawful possession, distribution, manufacture, use or sale of drugs. Penalties for violation include fines, imprisonment or both. Violations range from misdemeanors to first-degree felonies. The Ohio Revised Code, Section 3793, describes various drug and alcohol addiction services provided by the State of Ohio. Please refer to this material or consult the campus office for further information or additional services provided in your area.

The College is committed to informing the campus community regarding the health risks and other consequences associated with alcohol and/or drug use and abuse. The use of illicit drugs and the illegal use or abuse of alcohol has been shown to cause serious health consequences, including damage to the heart, lungs, and other organs. Alcohol-related accidents are the number one cause of death among persons under age 25. The most significant long-term health risk, besides death, is addiction. In addition to direct physical consequences, the abuse of alcohol and other drugs has

been associated with impaired learning and increased risks of violence, physical injuries, accidents, acquaintance rape, unwanted pregnancy, and sexually transmitted diseases.

The College encourages any student who has or might have a drug or alcohol problem to seek counseling and professional help at once. The College will strive to cooperate with the rehabilitation program of the student within the parameters and needs of the college and its students.

Table of Illinois Drug and Alcohol Punishment

Legal Sanctions

The laws of Illinois prohibit drug possession and delivery through the Uniform Controlled Substances Act. Illinois Statute (720 ILCS 570) mandates stiff penalties that can include prison time and fines. The penalties vary according to the amount of drug confiscated, the type of drug found, the number of previous offenses by the individual and whether the individual intended to manufacture the drug, sell the drug or use the drug. In addition to the stringent penalties for possession or delivery, the sentences can increase when exacerbating factors are present such as when a person distributes a controlled substance to a minor.

Substantial restrictions against alcohol abuse also exist in Illinois. It is against the law to sell alcohol to anyone who has not reached the legal drinking age of 21 and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his/her premises. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent his/her age, or enter licensed premises. Illinois Statute 235 ILCS 5/6-16.

The federal government has recently revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines. These guidelines reduce the discretion that federal judges may use in sentencing offenders of Federal drug statutes.

Under these guidelines, courts can sentence a person for up to 6 years for unlawful possession of a controlled substance. A sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury. Possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10-16 years in prison, USSG, s. 2D2 .1(b)(1)

FEDERAL SANCTIONS

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

- First Conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both
- After one prior drug conviction: At least 15 days in prison, not to exceed two years, and fined at least \$2,500 but not more than \$250,000, or both
- After two or more drug convictions: At least 90 days in prison, not to exceed three years, and fined at least \$5,000 but not more than \$250,000 or both
- Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years, and fined up to \$250,000, or both if:
 - First convictions and amount of crack possessed exceeds five grams.
 - Second crack conviction and the amount of crack possessed exceed three grams.
 - Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.
- Forfeiture of personal and physical property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year of imprisonment. (See special sentencing provisions re: crack).
- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
- Civil fine of up to \$10,000 (pending adoption of final regulations).
- Denial of federal benefits such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, and up to five years for second and subsequent offenses.
- Ineligible to receive or purchase a firearm.
- Revocation of certain federal licenses and benefits (e.g. pilot licenses, public housing tenancy, etc.) are vested within the authorities of individual federal agencies.

Federal Trafficking Penalties for Illegal Distribution of a Controlled Substance

- Methamphetamine (10-99 gm, or 100-199 gm mixture)
 - Heroin (100-999 gm mixture)
 - Cocaine/Cocaine Base (500-4,999 gm mixture (Cocaine)/5-49 gm mixture (Cocaine Base))
 - Phencyclidine (PCP) (10-99 gm or 100-999 gm mixture)
 - LSD (1-10 gm mixture)
 - Fentanyl/Fentanyl Analogue (40-399 gm mixture (Fentanyl)/10-99 gm mixture (Fentanyl Analogue))
 - Marijuana (Mixture containing detectable quantity)(100-1,000 kg; or 100-999 plants)
1. First Offense: Not less than five years and not more than 40 years. If death or serious injury not less than 20 years and not more than life. Fine of not more than \$2 million for individuals, \$5 million other than an individual.

2. Second Offense: Not less than 10 years and not more than life. If death or serious injury not less than life. Fine of not more than \$4 million for individuals, \$10 million other than an individual.
- Methamphetamine (100 gm or more, or 1 kg or more mixture)
 - Heroin (1 kg or more mixture)
 - Cocaine/Cocaine Base (5 kg or more mixture (Cocaine)/50 gm or more mixture (Cocaine Base))
 - Phencyclidine (PCP) (100 gm or more, or 1 kg or more mixture)
 - LSD (10 gm or more mixture)
 - Fentanyl/Fentanyl Analogue (400 gm or more mixture (Fentanyl)/100 gm or more mixture (Fentanyl Analogue))
 - Marijuana (Mixture containing detectable quantity) (1,000 kg or more; or 1,000 or more plants)
 1. First Offense: Not less than 10 years and not more than life. If death or serious injury, not less than 20 years and not more than life. Fine of not more than \$4 million for individuals, \$10 million other than an individual.
 2. Second Offense: Not less than 20 years and not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million for individuals, \$20 million other than an individual.
- Marijuana (Less than 50 kg)
 - Hashish/Hashish Oil (Less than 10 kg (Hashish)/less than 1kg (Hashish Oil))
 1. First Offense: Not more than five years. Fine of not more than \$250,000 for individuals, \$1 million other than an individual.
 2. Second Offense: Not more than 10 years. Fine of not more than \$500,000 for individuals, \$2 million other than an individual.
- Marijuana (50-100 kg; or 50-99 plants)
 - Hashish/Hashish Oil (10-100 kg (Hashish)/1-100 kg (Hashish Oil))
 1. First Offense: Not more than 20 years. If death or serious injury, not less than 20 years and not more than life. Fine of no more than \$1 million for individuals, \$5 million other than an individual.
 2. Second Offense: Not more than 30 years. If death or serious injury, not less than life. Fine no more than \$2 million for individuals, \$10 million other than an individual.

HEALTH RISKS AND DISORDERS

MARIJUANA

Marijuana is by far the most popular of the illegal drugs. It is also known as pot, weed, and grass. While its long-term effects are still under study, we now know marijuana is by no means harmless.

For one thing, the active chemicals in marijuana are fat soluble. That is, the drug is stored in the body's fat cells, and may stay there for as long as three weeks.

Researchers have also discovered that, besides remaining in the body for a long time, marijuana affects virtually every system and part of the body. It interferes with the electrical circuits within the brain, creating difficulties with memory, learning, and perception. And some experts suspect that these changes may become permanent with long-time use.

Marijuana throws off the reproductive system and the amount of sex hormones the body produces. It is also linked to cancer, to the ability of the body to fight infection, to degeneration of the liver, to increased likelihood of respiratory diseases such as asthma and bronchitis, and to problems with the user's eyes and ears.

Psychological changes also can occur with heavy marijuana use. The user frequently shows mood swings and is happy and joyful one minute, angry and irritable the next. First they want to be with others, then they need to be by themselves. Fearful and anxious feelings soon follow with sensations of relaxation and abandonment. Occasionally, abusers of marijuana have bizarre hallucinations or become secretive and withdrawn. Some may even begin to harbor thoughts of suicide.

COCAINE

Cocaine, commonly called coke, flake, snow or crack is a stimulant. An estimated ten or twenty million persons are regular users, with an additional five thousand trying cocaine for the first time every year. Many suffer severe health effects and have to seek treatment eventually. The number of emergency room visits for cocaine-related conditions actually tripled in the years from 1986 to 1989. And the number of deaths as a result of cocaine abuse is running at close to six hundred a year.

The main effects of cocaine on the human body are a faster heartbeat and a jump in blood pressure. Nausea and vomiting may be present. Some people experience hallucinations, or complain of sleeping disorders. Mental confusion is another frequent symptom.

Long-time cocaine abusers fall victim to additional problems. Because cocaine is usually sniffed through the nose, the mucous membrane becomes sore and tender. At first the only problem is a runny nose. Later, there are perforations in the nasal septum that may require surgery to repair. Cold sweats, convulsions, fainting, and breathing difficulties also appear in heavy abusers. And deaths due to cardiac arrest, stroke, or respiratory failure are not all uncommon.

One especially uncomfortable result of cocaine addiction is a condition called *formication* or “Cocaine Bug.” Victims believe that snakes and insects are crawling on their skin digging into their bodies. They scratch until they bleed to get rid of these imaginary bugs.

Cocaine use quickly leads to a strong dependency. In 1989, 73,900 cocaine users were in treatment. Researchers estimate though that of that number nearly 36,000 will return to cocaine after their discharge.

AMPHETAMINES

This drug also stimulates the central nervous system, giving the user a quick burst of energy. But while the effects of cocaine last only for a few minutes, the high from amphetamines lasts hours. After a few hours of a racing heartbeat and high blood pressure, feelings of fatigue, nervousness, irritability, and a general depression take over. Heavy abusers sometimes become paranoid, convinced that people are out of harm or even kill them. Weight loss and chest pains also develop with long-time users. The following are trade names: Decobese, Obetero, Dexoxyn, and Dexedrine.

HEROIN

This favorite narcotic of American drug abusers has a number of possible negative effects. The first time someone injects heroin, the visual reaction is strong nausea. Gradually the drug user overcomes this feeling, but with continued use come more serious effects such as difficulty in sleeping, blacking out for periods of time, loss of weight, malnutrition, and respiratory disease, convulsions and possible death.

Heavy users of heroin suffer severe withdrawal symptoms. The addict visually shakes uncontrollably which may lead to into convulsions. Other symptoms include cramps generally commonly accompanied by sharp pains, chills, watery eyes, sweating, and a runny nose.

Large doses of heroin cause users to fall into a very deep sleep. Their skin becomes cold, moist, and bluish in color. Their breathing slows down and the worst cases, death may occur from respiratory failure.

A further set of perils is connected with the needles used to inject the heroin. The veins used for repeated injections can collapse. The person can develop infections and abscesses at the point of injection, some of which may prove to be fatal. If the needles are not clean, there is a chance of developing blood poisoning or hepatitis.

Also, the AIDS virus may be passed from one addict to another when sharing a contaminated needle.

ALCOHOL

For many it means a pleasant, relaxing beverage. For some it is a “hard bug,” the object of a craving so intense it may seem to be the only real and important part of life. Millions of families struggle with the day-to-day heartbreak of trying to live with an alcoholic.

Alcohol is the most abused drug in the United States, and the rate of alcoholism is on the rise. According to more recent figures, gathered by the National Institute on Alcohol Abuse and Alcoholism, alcoholism is the nation's third largest health problem. It accounts for thirteen thousand deaths each year from cirrhosis of the liver alone, and alcohol is implicated in numerous cases of heart disease, infectious diseases, murders and suicides, industrial accidents, and at least half the deaths and injuries on the highway. The cost of alcoholism to the nation, including lost work times, may come to as many as 15 billion dollars a year. Effects of overdose may include anger, paranoia, tremors, convulsions and possible death.

LSD

One of the oldest hallucinogens, LSD is on the rise again. LSD, also called acid, is taken orally and will produce illusions and hallucinations. LSD is cumulative in the body and with increased use, will produce longer, more intense "trips." These episodes may produce psychoses, and possible death.

DRUG AND ALCOHOL COUNSELING

Although the availability and use of various substances may change from time to time, the use of chemical substances by youth and adults continues at an alarming rate. Working with individuals and families who have become unable to cope with the demands of daily living and who have turned to chemicals to help in coping is difficult and complex task.

We recognize that it is not easy for individuals and families to confront the problem of drug and alcohol abuse and harder still to admit the need for outside help. We strongly believe that early intervention and early treatment will significantly decrease the potential harm from drug and alcohol abuse and more easily repair dysfunctional relationships.

With this goal in mind, American Higher Education Development Corporation and its campuses has a staff member who is available to all students, faculty and staff for advising. The Director may assist in the initial counseling and then refer to one of the local agencies.

NATIONAL AGENCIES

This list is not intended to be complete but it represents a variety of alternative locations. American Higher Education Development Corporation and its campuses do not have a personal association with any agency.

Narcotics Anonymous
(818) 773-9999
www.na.org

VictimConnect
(855) 4-VICTIM (855-484-2846)
victimconnect.org

Alcoholics Anonymous
IL: (815) 968-0333
OH: (419) 380-9862
OH: (216) 241-7387
TN: (865) 522-9667
www.aa.org

National Domestic Violence Hotline
(800) 799-7233
www.thehotline.org

National Sexual Assault Hotline
(800) 656-HOPE (800-656-4673)
www.rainn.org

Substance Abuse & Mental Health Services
Administration
(800) 662-HELP (800-662-4357)
www.samhsa.gov

National Suicide Prevention Lifeline
988
988lifeline.org

The National Center for Victims of Crimes
202-467-8700
www.victimsofcrime.org

The Trevor Project for LGBTQ Youth
(866) 488-7386
www.thetrevorproject.org

STATEMENT OF INSTITUTION SANCTIONS

Violation of this policy can result in a disciplinary action, up to and including termination of an employee or dismissal of a student, even for a first-time offense.

PROCEDURES FOR MANAGEMENT

When an employee or student is suspected of being in violation of this policy, the individual making the observation should immediately consult with an appropriate member of management.

If an employee or student is suspected of using or being under the influence of alcohol or a legal or illegal drug or otherwise unable to perform his or her job in a satisfactory manner, the employee or student is to be requested to accompany a member of management to a medical facility for evaluation by a doctor, if available, and drug screening, which is to include obtaining a blood or urine sample.

If the employee or student is unwilling to report to a medical facility for evaluation and screening or such facility if unavailable, the management person should require the employee or student to

report to an office area or, if not available, to a safe, non-work or class area. If the management person has a reasonable doubt about the employee or student availability to satisfactorily and safely meet their requirements, the management person should place the employee or student on suspension pending the results of testing or other administrative determination.

If the employee or student is to go to a medical facility for evaluation or screening or to go home, the management is to arrange for the employee or student's safety transport.

- Seize any suspected alcohol or illegal drugs which are in plain sight:
- Secure any container or the like where alcohol or illegal drugs may be present, for a subsequent search by appropriate personnel; and
- Order the employee or student to report to an area in the facility where appropriate personnel can question the suspected employee or students in privacy.

Prior to initiating questioning relative to use or possession, the manager is to first consult with the President if they are available. Otherwise, the manager is to have a witness present and without other guidance, limit his or her questioning to determine the employee's or student's general condition (e.g., does the employee or the student feel sick; does the employee or student know where he or she is, to whom is he/she talking, and what may be the cause of the employee's or student's present condition).

Managers are to restrict conversations concerning possible violations of this policy to those persons who are participating in any questioning, evaluation, investigation or disciplining action and who have a need to know about the details of the drug/alcohol investigation. This restriction includes not mentioning the name of the employee or students suspected of violating this Policy. Management and Supervisors and Investigators are to instruct other employees and students, except as stated above, not to talk about such possible violations.

REVIEW OF PROGRAM

It is the intent of American Higher Education Development Corporation and its campuses to review our Drug Awareness Program each year to ensure:

- To measure the effectiveness of the program and to modify where necessary.
- The sanctions will be reviewed and ensure all violations are consistently enforced.
- A record of all biennial reviews. These reviews will be maintained and will be available if required.

CAMPUS SECURITY AUTHORITY CHART

Individuals to contact in case of emergency:

1. Receptionist
2. Academic Dean / Academic Leadership Personnel (Program Chair / Lead Faculty)
3. Director of Student Services / Student Services Office
4. Director of Career Services / Career Services Office
5. Direct of Admissions / Admissions Office
6. Campus President

QUESTIONS?

Please direct any questions or concerns to the Campus President.

ADDENDA

CAMPUS CRIME STATISTICS

The addenda labeled *Campus Crime Statistics* contain the criminal offenses and disciplinary instances as reported to the campus or the local law enforcement as occurring on campus, off campus, or on public property within close proximity of the campus. The Campus Crime Statistics include the number of offenses or instances for the last three completed calendar years.